



DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

MEMORANDUM FOR ETRC MEMBERS

30 Apr 01

FROM: ETRC CHAIRMAN, LT COL WILLIAM GREENOUGH

SUBJECT: Engineering Education and Training Review Committee (ETRC) Meeting Minutes,
1-2 Mar 2001

1. The Engineering ETRC meeting convened at 0945 on 1 March 2001.

2. Attendees included:

Lt Col William Greenough, Chairman
Mr Don Ritenour, GS-15, Advisor
Lt Col Craig Campbell, Member
Lt Col Bill Norton, Member
Lt Col Steven Moes, Member
Mr Paul Mehaffey, GS-13, Member
Mr Michael Tibbs, GS-13, Member
Ms Patricia Walton, GS-13, Member

Maj Barton Barnhart, Member
Maj Anthony Ordner, Exec Sec
Mr Ralph Gruber, GS-12, Advisor
Mr Douglas Johnson, GS-12, Member
Ms Abigail Nishida, GS-12, Member
Capt Art Gepner, Member
Mr Richard Buckingham, GS-11, member
CMSgt Jim Reps, Member

3. Summary of individual course discussions.

ENG 464, Energy Management Technology

Discussion: The course is funded by AFCESA. ESPSs and UESCs are covered in ENG 466, Energy Management Policy, not in this course.

Action Items: None

ENG 466, Energy Management Policy

Discussion: None

Action Items: None

MGT 423, Project Programming,

Discussion: An overview of the capabilities of ACES software is addressed in this course. Waiving the Bachelor's Degree requirement increased the number of students. A waiver is no longer required for this course and the course description will be corrected to reflect that. Delivery method for all other courses should be included in the executive summaries.

Action Items: 1) Correct course description to reflect that no waiver is required for degree requirements. (OPR: CESS)

2) Standardize all executive summaries in CESS to include delivery method, number of course offerings, and primary and secondary audience descriptions. (OPR: CESS)

MGT 427, Fire Protection Flight Commander's Course

Discussion: Announcement of these courses is made over the website and via messages. The group discussed how excess quotas were distributed. Historical data is the main source for this distribution. There was a general discussion over the concerns of the aging civilian workforce and the resulting large turnover anticipated in the near future. The conversation expanded to incorporate discussion on how CESS should be educating outsourced functions and privatized organizations. The current admission guidance for contractors was explained. Members agreed that if contractors are required to attend (and pay for) classes, it should be included in their contract and should therefore be addressed by the USAF/ILE privatization office.

Action Items: 1) Provide a summary of the EWG for MGT 427, MGT 550, and MGT 555 to ETRC members. (OPR: CESS)
2) Initiate a request through the USAF/ILE privatization office to implement terminology in contracts requiring contractors to pay for classes if they are required to take them. (OPR: ILEPP)

ENG 550, Airfield Pavement Maintenance and Rehabilitation

Discussion: The last EWG was conducted at the last pavements conference. There was further discussion on membership of the EWG and whether ACC has been a member of one recently. CESS explained that each course director tries to get a broad representation from the field for the EWGs but not all MAJCOMs necessarily participate on a regular basis. The group talked about the course content. Contingency items are briefly covered but the majority of that information is covered in the MGT 101 contingency course. Peacetime operations can be easily adapted to a contingency environment. A question was raised about education requirements and whether a degree specifically in civil engineering was really necessary. The group agreed that students must have knowledge of basic civil fundamentals to successfully complete this course. If a case comes up where they do have the knowledge but not the degree, they can get a waiver. CESS wants to avoid setting people up for failure by opening this course up to every academic degree.

Action Items: None.

ENG 555, Airfield Pavement Construction Inspection

Discussion: ETRC recommended that a senior NCO pavements inspector be included on the next EWG.

Action Items: Add inspector to upcoming EWG. (OPR: CESS)

MGT 421, Contracting for Civil Engineering

Discussion: Discussed whether material control personnel should be included as an audience.

Action Items: Chief of Material Control should be added as secondary audience. (OPR: CESS)

MGT 426, SABER Management

Discussion: CESS explained that no specific estimating software is taught in this course since different bases use different software. CESS explained that the schedule was developed to avoid potential conflicts with end of the fiscal year activities.

Action Items: None

MGT 101, Introduction to Base Civil Engineering Organization

Discussion: CESS described priorities of assigning seats. New accessions get priority. Second priority is active duty AF in addition to 8 funded civilian seats (Palace Acquire). The reformatting of the course was discussed. The new format bases the contingency part of the course on AFPAM 10-219 and includes numerous application exercises to accompany lecture material. Students still receive force protection and contingency environment information, and guest speakers talk about their contingency experiences. The ETRC requested that CESS send a quick summary of how these changes were received by the first class to ILEPP to be briefed at the PRC. AFPC mentioned that the civilian careers program was ramping up to 40-60 members and the question followed as to how that increase would affect the schoolhouse. There are currently 8 guaranteed slots for Palace Acquire in MGT 101. Any plus-up in Palace Acquire will need associated funding. AFPC suggested that CESS offer the Palace Acquire students the first 3 weeks of the course as a stand alone. That would involve most of the same resources required for a regular MGT 101 class.

Action Items: Send summary of first offering of restructured MGT 101 course to ILEPP for briefing to the PRC. (OPR: CESS)

MGT 433, Explosive Ordnance Disposal (EOD) Flight Commanders' Course

Discussion: The group discussed need to include weapons of mass destruction (WMD) in to course. Recommended guest speaker from the FBI. Possible topics include how WMDs are built and to give specifics on render-safe procedures as well as first responder issues and recent case studies. The group recommended that they also talk about how EOD interacts with other federal agencies. CESS confirmed that roles and responsibilities for homeland and overseas defense are covered.

Action Items: 1) Change course description to include Secret Clearance as a pre-requisite for the course. 2) Adjust course description and course content to include a 30-minute block on weapons of mass destruction. (OPR: CESS)

MGT 102, Introduction to Base Civil Engineering Organization for Reserve Forces AND MGT 484, Reserve Forces Air Base Combat Engineering

Discussion: Discussed OFE for Guard and Reserve forces. The group discussed the need for Guard and Reserve officers to complete OFE so they can be awarded the basic CE badge. OFE for them is currently unit funded and is not part of the 102/484 course. There are currently 10 slots available for each OFE for Guard/Reserve. The group recommended that IDTs be used to attend OFE (option "B" from the EWG summary) as an immediate solution to the OFE problem. A restructuring of MGT 102 and MGT 484 could then be adopted that would allow the officers to use the second week of their annual tour in their second year of the course to complete OFE (option "D" from the EWG summary.) The restructuring would involve cutting a week from MGT 102 and incorporating the necessary material into MGT 484 and subsequent OFE. The group also discussed possibly including readaheads to shorten the MGT 484 class time and including weekend time since those are also Guard/Reserve training days. The group also recommended that MGT 102 be a prerequisite for MGT 484 and discussed funding availability for an additional offering of 102. CESS noted that the Guard and Reserve only pay student per diem and travel, not the cost for guest speakers.

Action Items: Implement using IDT days for Guard and Reserve officers to complete OFE in the short term and analyze how to cut MGT 102 to one week and incorporate necessary

material into MGT 484 so those officers could use their second week of annual tour in the second year to complete OFE. Change course description for MGT 484 to reflect that MGT 102 is a prerequisite for the course. (OPR: CESS)

MGT 420, Engineering Flight Commander's Course

Discussion: Discussed low attendance at course because of lack of turnover in Engineering flight chiefs. AFSPC asked senior 3E5's if not enough primary audience apply, but the question was tabled for a later time. The group talked about the new requirement to teach the technical aspects of GEOBASE/REACH. At this time, GEOBASE is not ready to be taught. The group agreed that this discussion needs a separate forum.

Action Items: None

MGT 585, Contingency Engineer Command Course

Discussion: Discussed number of offerings and attendance. Two offerings per year sustain the need for both officers and SNCO's; three offerings is more than enough with approximately 25 students in each class.

Action Items: Add AFCESA (CEX) as a representative on the next EWG. (OPR: CESS)

MGT 410, Readiness Flight Commander's Course

Discussion: No comments

Action Items: None

MGT 400, Civil Engineer Commander/Deputy Course

Discussion: The group recommended that MAJCOM training managers advertise date to DPs to de-conflict this course with MAJCOM commanders course so new BCEs can attend this course.

Action Items: MAJCOM training managers advertise date to DPs to deconflict this course with MAJCOM commander's course. (OPR: MAJCOM Training Managers)

MGT 446, Utilities Privatization Course

Discussion: Discussed proposal to include real estate personnel in audience. The group recommended that Real Property be included as a secondary audience. Discussed making this a satellite course. CESS suggested that we open up the audiences and see if we get a large number of applicants. If so, we can then look at the possibility of making this a satellite course. The group also considered opening up the course to IPT teams from bases preparing to undergo the privatization process. This suggestion was tabled.

Action Items: Add JA, FM, and Contracting Squadron to the primary audience and add RP to secondary audience. (OPR: CESS)

MGT 444, Competitive Sourcing

Discussion: Discussed effects of opening the course to NCO's. There have not been any problems with it and admission should not require a degree. The group discussed possible problems with dropping the grade restrictions altogether. Did not pass.

Action Items: Change grade restrictions to NCO and above or civilian equivalent and remove degree requirement (must be able to complete college-level work). (OPR: CESS)

MGT 445, Housing Privatization

Discussion: The group discussed adding Real Property personnel to the primary audience. In addition, other IPT members should be included as primary audience. Past attendance was discussed and CESS recommended that if this expansion of the audience increases the audience too much, the course can be evaluated for satellite. Passed.

Action Items: 1) **Include RP and other IPT members as primary audience.** 2) **Include AFCEE in next EWG.** (OPR: CESS)

MGT 412, Financial Management

Discussion: The group discussed possibility of moving this course to satellite. Because of extensive use of software in the course, ETRC agreed that the course should be left as a residence class.

Action Items: None

MGT 411, Resource Flight Commanders' Course

Discussion: Discussed how resources requirements are built into FCC combined exercises.

Action Items: None

MGT 430, Operations Flight Commanders' Course

Discussion: CESS stated that course format and content have not changed.

Action Items: None

Course Prioritization

Discussion: Discussed changes since the last PRC that might affect course prioritization. CESS noted that prioritization is needed in case funds are cut. The group discussed funding issues and preparation issues for Maintenance Engineering, Logistics Management, and Real Property course—all recommended for addition to the curriculum. CESS stated that Real Property would be the easiest course to bring back from a preparation standpoint. Maintenance Engineering would also be fairly easy to revive. Logistics would take most time to develop. CESS asked how the group would want unused quotas applied if they became available this year. ETRC voted to apply them to a maintenance engineering course. Discussed need to have Form 19s completed and approved before any course can be added. ETRC asked CESS to prepare the Maintenance Engineering course for a possible Aug-Sep class this year (satellite first priority, in-residence second.) No firm action will be taken, however, until the PRC makes the final decision. The revised course prioritization is attached.

Action Items: **Have Maintenance Engineering Course ready to go by August and execute a class then if the PRC approves using excess quotas for that purpose.** (OPR: CESS)

Research Presentation.

Capt Rusty Vaira, a graduating GEEM student, presented his thesis on the contingency training program in the Air Force.

MAJCOM Discussion Items

Real estate class and principles: If CESS can do a satellite class that will be beneficial. This was directly funded by Air Staff in past so the ETRC is probably not the right audience for this

discussion. A question was posed as to whether we are requesting to duplicate an existing effort. We aren't the only service that has Real Property experts. However, Army and Navy courses emphasize acquisitions and the Air Force doesn't need that.

The group discussed converting more classes over to satellite. CESS evaluates every course for satellite delivery and converts when the cost and course content make satellite delivery effective.

Additional discussion of Maintenance Engineering. CESS noted that faculty is overloaded now. Thus, Forms 19 for new courses are essential to validate requirement for addition manning

Explained how seats are allocated. It is first come first serve. There aren't any "fair share" allocations to MAJCOMS. Fill rates have improved significantly since new process was implemented. We don't waste slots like we did when it was based on "fair share." We fill about 94% now. MAJCOM training managers can call the registrar for information on how many of their students are attending.

Discussed CESS training MAJCOM training managers. CESS emphasized that the Registrar will provide support to training managers whenever requested.

Discussed action items from the last PRC. Only the discussion is provided below:

Action Item 1: There is a proposal. **A staff package will be sent up to the PRC chairman to close out this action item.**

Action Item 2: Waiver of TDY/PCS policy. This still open. It is a legislative problem. The group discussed tri-service implementation and what is the best way to work this. This has been a recurring action item. This item really belongs in DP because it is an AF issue not just CE. Gen Farrar is engaging with this action as well.

Action Item 3: SABER management from level 2 to level 1. **This is still being worked. (OPR: AF/ILEPP & AF/ILEXO)**

Action Item 4: Maintenance Engineering, Real Estate Management, and Chief of Logistics courses to be added. Requirements from MAJCOMs for these courses are a year old. Recommended obtaining new requirements for Maintenance Engineering offering this fall (Aug/Sep timeframe) as well as recurring, sustained requirements for all three courses. If the numbers justify the course, then we can proceed with taking these to the PRC and asking for the courses. CESS still has course descriptions for these courses. ETRC reviewed these descriptions at the end of the meeting.

New Action Item: Re-solicit bases for requirements for a potential Aug / Sep offering of Maintenance Engineering and for recurring, sustained requirements in Maintenance Engineering, Real Estate Management, and Chief of Logistics Courses. MAJCOMs submit by 23 Mar. **(OPR: MAJCOM Training Managers)**

Action Item 5: Legislation on contractor costs. Discussed who was responsible for drafting the legislation. Action item is listed as AETC item. Please refer to the PRC minutes to

determine reasoning for this tasking to be directed to AETC. For now, AETC should take action because they have been tasked by the PRC.

Action Item 6: Long-term strategy for educating CE officers. There were no issues to be addressed.

Course Description for New Courses

The ETRC reviewed the old course descriptions for the three proposed courses. Below are the recommended changes:

MGT 436 & 438: Recommended that commissioned officers be added to grade requirements with no restrictions on education except ability to complete upper-level graduate work.

Action Items: Finalize course descriptions and send to ETRC via e-mail. (OPR: CESS)

MGT 424 (Real Estate): Discussed expanding audience to include real estate assistants. Discussed eliminating grade requirement. Goal is flexibility but CESS cannot open the course to everyone if students must be able to complete upper-level graduate work. Waivers give needed flexibility. Recommended leaving grade requirement as a GS-7 with a waiver available.

Action Items: Include real estate assistants and make grade requirement waiverable. Finalize and send out to ETRC. (OPR: CESS)

The chairman made closing comments and the ETRC was dismissed.

TERI L. FRENCH, Captain, USAF
Recorder

APPROVED AS WRITTEN

//SIGNED//
WILLIAM T. GREENOUGH, Lt Col, USAF
Chairman

Attachment:
Course Prioritization

2001 ENGINEERING ETRC RECOMMENDED COURSE PRIORITIES

Ranking	Course	Description
1	MGT 585	CONTINGENCY ENGINEER COMMAND
2	MGT 400	CIVIL ENGINEER COMMANDER/DEPUTY
3	MGT 410	READINESS FLIGHT COMMANDERS'
4	MGT 430	OPERATIONS FLIGHT COMMANDERS'
5	MGT 433	EXPLOSIVE ORDNANCE DISPOSAL FLIGHT COMMANDERS'
6	MGT 427	FIRE PROTECTION FLIGHT COMMANDERS'
7	MGT 411	RESOURCE FLIGHT COMMANDERS'
8	MGT 420	ENGINEERING FLIGHT COMMANDERS'
9	MGT 406	HOUSING FLIGHT COMMANDERS'
10	MGT 412	FINANCIAL MANAGEMENT
11	MGT 426	SABER MANAGEMENT
12	ENG 555	AIRFIELD PAVEMENT CONSTRUCTION INSPECTION
13	ENG 550	AIRFIELD PAVEMENT MAINTENANCE & REHABILITATION
14	MGT 423	PROJECT PROGRAMMING
15	MGT 421	CONTRACTING FOR CIVIL ENGINEERING
16	MGT 445	HOUSING PRIVATIZATION
17	MGT 446	UTILITIES PRIVATIZATION
18	MGT 444	COMPETITIVE SOURCING
19	MGT 436	MAINTENANCE ENGINEERING
20	MGT 424	REAL PROPERTY MANAGEMENT
21	MGT 438	LOGISTICS MANAGEMENT
2nd AF	MGT 101	INTRO TO BASE CIVIL ENGINEER ORGANIZATION
AFRC	MGT 102	INTRO TO BASE CIVIL ENGINEER ORGANIZATION FOR RF
AFCESA	ENG 464	ENERGY MANAGEMENT TECHNOLOGY
AFCESA	ENG 466	ENERGY MANAGEMENT POLICY
AFRC	MGT 484	RESERVE FORCES AIR BASE COMBAT ENGINEERING

Note: MGT 101 and MGT 102 are flagship courses which do not compete for AFERB funding. These two courses are the highest overall priority CE courses.

Attachment